Approved For Release 2002/05/02: CIA-RDP83B00823R000700020007-2

		25X1A				3	Nove	ember	19	75
MEMORANDUM I	FOR:									
SHRIECT	•	Letter	of	Instruc	tion					

- 1. As Chief of the Programs Branch, Policy and Plans Group, you are the primary officer responsible for providing staff guidance and support to the Office of Security concerning the implementation of Management by Objective (MBO) in the Office of Security. You coordinate the identification of all level OS objectives, the preparation of action plans, and the tracking of objective milestones; you consolidate the Office program submission and coordinate the annual program review and report. Further, you are responsible for the preparation, coordination, and submission of all Office level performance reporting requirements. In addition, you are responsible for all records management functions of the Office. You have assigned responsibility for the coordination of Office automatic data processing plans and programs. You are also the focal point in the Office for the Incentive Awards Program.
- 2. In carrying out the above responsibilities over the next year, you will place emphasis on achieving the following objectives:
- a. Devising by 30 June 1976 in coordination with all Office components systems and procedures to develop and establish a series of positive indicators against which the significant Office of Security program missions (functions) can be judged. (Accomplishment of this objective should be pursued in accordance with the attached action plan.)
- b. Completing a study and proposing a plan by 31 December 1975 to reduce by at least ten percent the total volume of Office of Security hard-copy records as measured in the FY 1975 records management inventory. (Accomplishment of this objective should be pursued in accordance with the attached action plan.)

///

Approved For Release 2002/05/02 : CIA-RDP83B00823R000700020007-2

Approved For Release 2002/05/02: CIA-RDP83B00823R000700020007-2

- c. Conducting a study and preparing a report with recommendations by 31 January 1976 of the use of Agency employee recognition programs within the Office of Security Nov-Jan for the purpose of upgrading the effective application of these management devices. Your study should consider the following recognition programs: Suggestion and Invention Awards, Special Achievement Awards, Exceptional Accomplishment Awards, Honor and Merit Awards, Quality Step Increases, and the possible institution of special Office of Security awards.
- d. Reviewing the operation of the Office of Security Registry to determine the extent to which it is meeting the goals for which it was established; a report on your review should be submitted to me by 29 February 1976 and should include appropriate recommendations.
- 3. In the carrying out of your responsibilities outlined in paragraph 1 above and in pursuing the objectives detailed in paragraph 2, as a senior Security professional you should place emphasis on your managerial and supervisory responsibility. Although this supervisory responsibility is limited to the one other individual in your branch, you should organize your tasking to make maximum use of the talents of both of you.

	25X ²	1A		
Chief,	Policy	and	Plans	Group

OFFICE OF SECURITY ACTIONAPPRANCE BRUNCET 444/2993/95/97:682/RDP3/RDP3/RDP3/RDP3/RDP3/RDP3/RDP3/RDP3															
OBJECTIVE STATEMENT: Devise by 30 June 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged. MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN 1. Identify possible indicators of mission performance. Develop system and procedures to collect data associated with each selected indicator. Complete data collection and evaluation trial. Modify system and procedures based on trial results. ESTIMATE OF RESOURCES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN 1. Identify possible indicators of mission performance. Develop system and procedures to collect data associated with each selected indicator. General Resources Sep-OCT NOV-DEC Sept DET NOV-DEC DET NOV-	01	FICE OF SECURITY ACTIONAPPERMED FBURGES	\$ # [2 9%]	195197:	GIARR	IP.83(B0	0823\RO	007 00 02	20007-2		S	TATUS			
establish a series of positive indicators against which the significant program missions (functions) can be judged. ACTION OFFICER: DD/PRM X-5861; R-1120	0.5	OBJECTIVE STATEMENT:					ESTIM	ATE OI	F RES	OURCE	s J	UL-AU(3		~*3
establish a series of positive indicators against which the significant program missions (functions) can be judged. ACTION OFFICER: DD/PRM X-5861; R-1120 MAY-JUN MAY-J	1)e	vise by 30 June 1976 systems and procedures t	o deve	1op and	d		\$_	28,000)		S	EP-OC	Г		
ACTION OFFICER: DD/P8M X-5861; R-1120 MAR-APR MAY-JUN DATES MILESTONES MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUST DEVALUATE INdicators and select most meaning-ful and practical. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description	es	tablish a series of positive indicators again	st whi	ch the			_	1_	M	Υ	N	OV-DE			
X-5861; R-1120 MAY-JUN COMPLETION DATES MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUI 1. Identify possible indicators of mission performance. 2. Evaluate indicators and select most meaningful and practical. 3. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description			J G				ACTIO	V OFF	ICER:	DD/P§M	1			-	
MILESTONES MILESTONES MILESTONES MILESTONES MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUI 1. Identify possible indicators of mission performance. D D D D D D D D D D D D D					•		X-5	861; R	-1120						
MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JULY 1. Identify possible indicators of mission performance. 2. Evaluate indicators and select most meaning- ful and practical. 3. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description				-			<u> </u>			TES		111 001		<u> </u>	
1. Identify possible indicators of mission performance. 2. Evaluate indicators and select most meaningful and practical. 3. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results.		MILESTONES	JULY	AUG	SEPT	OCT	7			1	MAR	APR	MAY	JU	WE
2. Evaluate indicators and select most meaning- ful and practical. 3. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description											1	1		1	
ful and practical. 3. Develop system and procedures to collect data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description										-			ļ		
data associated with each selected indicator. 4. Complete data collection and evaluation trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description		ful and practical.					0								
trial. 5. Modify system and procedures based on trial results. 6. Submit system and procedural description	3.	Develop system and procedures to collect data associated with each selected indicator.		·				0							-
results. 6. Submit system and procedural description	4.										0				
6. Submit system and procedural description report to DD/A.	5.														
	6.	Submit system and procedural description report to DD/A.)
													7		
							-			-	-			-	
Approved For Release 2002/05/02 : CIA-RDP83B00823R000700020007-2		Approved For Relea	se 2002	05/02 :	CIA-RE	P83B0	0823R0	0070002	20007-2				3	/~	

OFFICE OF SECURITY ACTIONAPEAN ON SET 100 PRE-100 PRE-													
OBJECTIVE STATEMENT: By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the JY 1975 records management inventory. Such reduction would be carried out by identifying for destruction duplicate and other nunecessary file material so that its legal destruction duplicate and other nunecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following; the conclusion of current investigations of Agency activities. MILESTONES MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE. 1. Identify types and volume of records held by Office of Security components. 1. Categorize cach record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.	OFFICE OF SECURITY ACTION APPLATIVE OUT OF THE	¥€ 2010£	105102	0914b-R)	РВВВ	0823/20	0070901	20007-2	?	\ S	TATUS	+	= /
by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities. MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE 1. Identify types and volume of records held by Office of Security components. 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.										s -			
measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unucessary file materials so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities. MILESTOMES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE. COMPLETION DATES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE. Complete Jan Feb MAR APR MAY JUNE. Complete Jan Feb MAR APR MAY JUNE. 1. Identify types and volume of records held by Office of Security components. Categorize cach record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.	l by at least 10% the total volume of Ottice hard	1-copy	records	s as		\$_	27,000)		}			
permanently collected and by Identifying for destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities. MILESTONES MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE. 1. Identify types and volume of records held by Office of Security components. 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.	measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate another appropriate so that its legal destruction could					1MY							
accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities. COMPLETION DATES COMPLETION DATES						ACTIO	N OFFI	(CER	v				
MILESTONES JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE 1. Identify types and volume of records held by Office of Security components. 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan. D	accomplished as soon as authorization was grant clusion of current investigations of Agency act	ted fol tivitie T	lowing s.	the co	on- 	<u> </u>	·			M.	AY-JU	A }	
JULY AUG SEPI OCT NOV DECIJAN FEB MAR APR NAY JUNE 1. Identify types and volume of records held by Office of Security components. 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.	MILESTONES		· · · · · · · · · · · · · · · · · · ·			7	1		1		1	· · · · · · · · · · · · · · · · · · ·	1 –
by Office of Security components. 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.		JULY	AUG	SEPT	OCT	NOA	DEC	-JAN	FEB	MAR	APR	MAY	JUILE
kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan. D	by Office of Security components.			8		,							
3. Identify problems, priorities and options for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.	kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and,				0	>0							
for carrying out destruction and estimate resources required. 4. Outline schedule and submit proposed plan.													
plan.	for carrying out destruction and estimate resources required.			_		٥							
							0		,				
				·									
				·								;	
Annual For Delega 2003/05/02 - CIA DEDOCTOROS 2002 2003 2003 2003 2003 2003 2003 200													
A TO													
Approved For Release 2002/05/02 : CIA-RΦP83B00823R000700020007-2	Approved For Relea	se 2002	/05/02 :	CIA-RI	P83B0	00823R0	007000	20007-2	2				-